



Step 5 - Upload Attachment(s) Within 8 Hours

Note: Information used to complete examples is fictitious.

Attachment(s) Submission Option:

☐ I will be uploading attachment(s) now

☒ I will be uploading attachment(s) (within 8 hours)

☐ I will be faxing attachment(s) now

☐ In order to upload attachment(s) within eight hours of submitting an eTAR, select the **I will be uploading attachment(s) (within 8 hours)** option.

FAX in California (811)219-8119

FAX outside of California (916)384-9000

IMPORTANT: You must ALWAYS use the TAR 3, Treatment Authorization Request (TAR) – Attachment Form as the FAX cover sheet when FAXing eTAR attachments.

To order additional TAR 3, Treatment Authorization Request (TAR) – Attachment Forms please call: (800) 541-5555 and follow the prompts for eTAR.

NOTE: TARs will be deferred if attachments are not received within the time stated above.

[Continue](#)

In this tutorial, you will learn how to upload attachment(s) to an existing eTAR within eight hours of the eTAR submission.
The Attachment Options page lists all options available for submitting an attachment.

The Attachment Options page lists all options available for submitting an attachment.

In this tutorial, you will learn how to upload attachment(s) to an existing eTAR within eight hours of the eTAR submission.

In order to upload attachment(s) within eight hours of submitting an eTAR, select the **I will be uploading attachment(s) (within 8 hours)** option.

Attachment(s) Submission Option:

☐ I will be uploading attachment(s) now

☒ I will be uploading attachment(s) (within 8 hours)

☐ I will be faxing attachment(s) now

☐ I will be faxing attachment(s) (within 8 hours)

☐ I will be mailing attachment(s) (within 5 days)

☐ I will not be submitting attachment(s)

FAX in California (877)270-8779

FAX outside of California (916)384-9000

IMPORTANT: You must ALWAYS use the TAR 3, Treatment Authorization Request (TAR) - Attachment Form as the FAX cover sheet when FAXing eTAR attachments.

To order additional TAR 3, Treatment Authorization Request Forms please call: (800) 541-5555 and

NOTE: TARs will be deferred if attachments are not received within the time stated above.


Click **Continue** to complete the eTAR process.

Continue

Click **Continue** to complete the eTAR process.

Web Tool Box

- ▶ [New TAR](#)
- ▶ [Update TAR](#)
- ▶ [Attachments](#)
- ▶ [TAR Inquiry](#)
- ▶ [TAR Response](#)
- ▶ [Code Search](#)
- ▶ [Medi-Cal Menu](#)
- ▶ [Pharmacy Service](#)
- ▶ [Register](#)
- ▶ [Login](#)
- ▶ [Exit](#)



Create a [New TAR](#)
Create a New Treatment Authorization Request using internet form submission.

[Update](#) an existing TAR
Update an existing Treatment Authorization Request and update attachments.

Upload [attachments](#)
Upload attachments for an existing Treatment Authorization Request.

[Inquire](#) on
Inquire on the status of a Treatment Authorization Request.

[View Responses](#)
View Treatment Authorization Request responses.

[Code Search](#)
Search for procedure, modifier, accommodation, level of care, diagnosis, anatomical code, medical status, or service category.

You must log back on to Transaction Services within eight hours of submitting the eTAR to upload necessary attachments.

You must log back on to Transaction Services within eight hours of submitting the eTAR to upload necessary attachments.

Click the **attachments** link from the TAR menu to begin the process of uploading attachments.

Please enter original TAR information

The **Original Submitting Provider #** field is pre-populated with the provider number used to log on to Transaction Services.

* Original Submitting Provider # XXX123456

* Original Recipient ID #

* Original TAR #

Type the original recipient ID number in the **Original Recipient ID #** field.

Submit Attachment

Note: Fields designated with an asterisk (*) are required for eTAR submission. Non-asterisk fields may be necessary for eTAR adjudication. If you are trying to update a TAR for a different provider number, you must log off and log on to Transaction Services again using a different provider number.

Note: Fields designated with an asterisk (*) are required for eTAR submission. Non-asterisk fields may be necessary for eTAR adjudication.

The **Original Submitting Provider #** field is pre-populated with the provider number used to log on to Transaction Services.

If you are trying to update a TAR for a different provider number, you must log off and log on to Transaction Services again using a different provider number.

Type the original recipient ID number in the **Original Recipient ID #** field.

Please enter original TAR information to retrieve your TAR for updating.

* Original Submitting Provider # XXX123456

* Original Recipient ID #

* Original TAR #

Type the original TAR number in the **Original TAR #** field.

Submit Attachment

Type the original TAR number in the **Original TAR #** field.

Please enter original TAR information to retrieve your TAR for updating.

* Original Submitting Provider # XXX123456

* Original Recipient ID #

* Original TAR #

Click **Submit Attachment**.

Click **Submit Attachment**.

Treatment Authorization Request

My CA

Click **Continue**.

The information you entered has passed validation. Click on Continue to send your attachments or Cancel to return to the TAR Menu.

Click **Continue** to choose the attachment(s) to upload.

Click **Cancel TAR Update** to return to the TAR menu.

© 2003 State of California, Arnold Schwarzenegger, Governor

This page will appear when the information you entered has passed the validation process.

This page will appear when the information you entered has passed the validation process.

Click **Cancel TAR Update** to return to the TAR menu.

Click **Continue** to choose the attachment(s) to upload.

Click **Continue**.

The screenshot shows the 'TAR Attachment Uploads' form. At the top right, there is a search bar and a 'My CA' button. The form contains several input fields: 'TCN' (pre-filled with 0400010052), 'FAX Number', 'Provider ID' (pre-filled with XXX123456), 'Recipient ID' (pre-filled with 123456789), and 'Provider Cntl Nbr'. Below these fields, a note states: 'Medi-Cal only accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, .html'. There is a text input field for 'Enter the file name(s) to upload' and a 'Browse...' button. At the bottom, a message reads: 'The TCN, Provider ID and Recipient ID fields are pre-populated based on the current eTAR being submitted. Complete all other fields as necessary.'

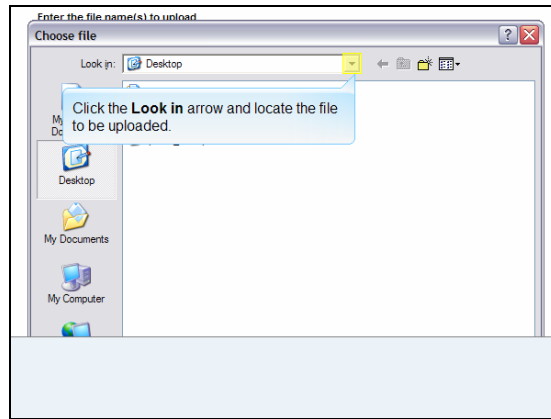
The **TCN**, **Provider ID** and **Recipient ID** fields are pre-populated based on the current eTAR being submitted.

Complete all other fields as necessary.

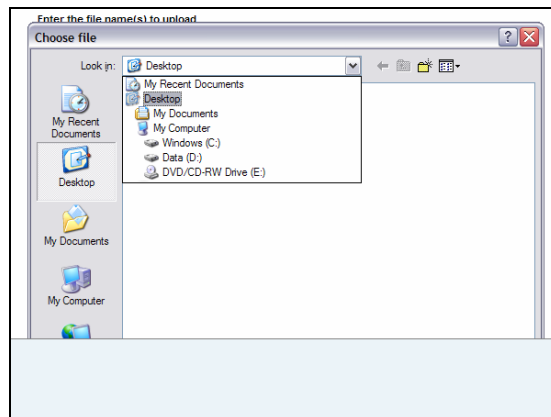
This screenshot shows the file upload section of the form. It features a text input field for 'Enter the file name(s) to upload' and a series of 'Browse...' buttons. A blue callout box points to the first 'Browse...' button with the text: 'Click **Browse** to locate the file to attach.' Below the input fields, there is a note: 'Use the Browse button to select the file name from your PC. After selecting the file(s), click on the Upload File button to upload the file to Medi-Cal.' At the bottom of this section are 'Upload Files' and 'Reset' buttons. A final note at the bottom states: 'Note: Medi-Cal now accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, and .html.'

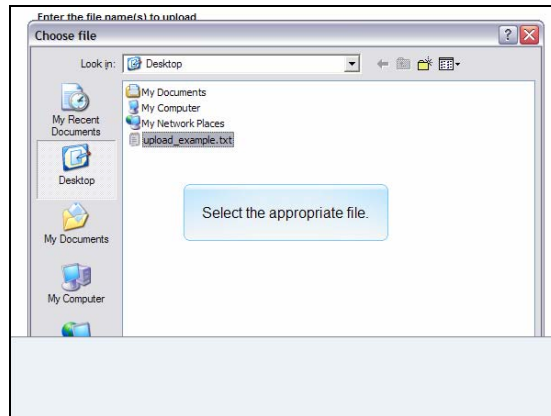
Note: Medi-Cal now accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, and .html.

Click **Browse** to locate the file to attach.

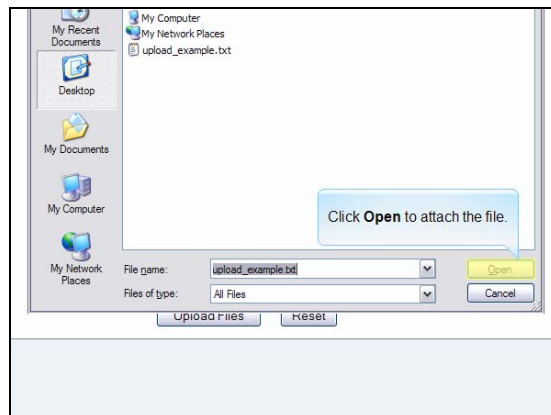


Click the **Look in** arrow and locate the file to be uploaded.





Select the appropriate file.



Click **Open** to attach the file.

Enter the file name(s) to upload

D:\Documents and Settings\Settin Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

Browse...

For additional attachments, click the next **Browse** button to locate another file to upload.

Click **Reset** to clear all attachments you selected to upload.

Click **Upload Files**.

Click **Upload Files** to upload the selected file(s) to the eTAR.

Upload Files Reset

Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.

For additional attachments, click the next **Browse** button to locate another file to upload.

Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.

Click **Reset** to clear all attachments you selected to upload.

Click **Upload Files** to upload the selected file(s) to the eTAR.

Click **Upload Files**.

TAR Attachment Upload Status

My CA search

Thank you for uploading your TAR attachment(s) for TCN 0400010093.
The attachment was saved successfully.

Please verify the following information about your attachment file(s):
D:\Documents and Settings\Desktop\upload_example.txt

Your tracking number is: 1881

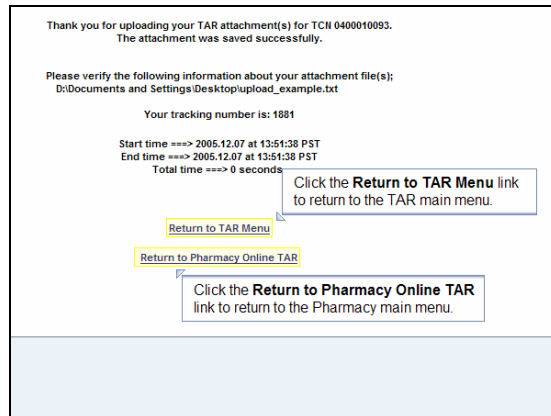
Start time ==> 2005.12.07 at 13:54:38 PST
End time ==> 2005.12.07 at 13:54:39 PST
Total time ==> 0 seconds.

[Return to TAR Menu](#)

When all attachments have been uploaded, you will be directed to the TAR Attachment Upload Status page.
From this page, you can verify that the attachments you selected have been uploaded successfully.

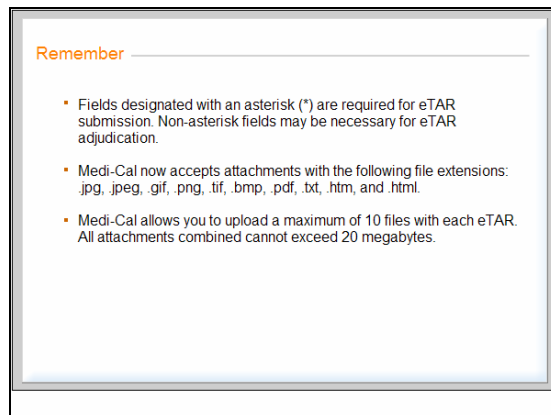
When all attachments have been uploaded, you will be directed to the TAR Attachment Upload Status page.

From this page, you can verify that the attachments you selected have been uploaded successfully.



Click the **Return to TAR Menu** link to return to the TAR main menu.

Click the **Return to Pharmacy Online TAR** link to return to the Pharmacy main menu.



Remember

- Fields designated with an asterisk (*) are required for eTAR submission. Non-asterisk fields may be necessary for eTAR adjudication.
- Medi-Cal now accepts attachments with the following file extensions: .jpg, .jpeg, .gif, .png, .tif, .bmp, .pdf, .txt, .htm, and .html.
- Medi-Cal allows you to upload a maximum of 10 files with each eTAR. All attachments combined cannot exceed 20 megabytes.



Step 5 - ***Completed***

Continue